

MINUTES FOR THE January 8, 2015, BOARD MEETING OF THE SUPERVISORS FOR THE CLAY SOIL & WATER CONSERVATION DISTRICT, HELD AT THE DISTRICT OFFICE, MOORHEAD, MN.

The meeting was called to order by Supervisor Krabbenhoft at 4:05 p.m.

ROLL CALL: Members present: Paul Krabbenhoft, Chairperson
 Joel Hildebrandt, Vice-Chairperson
 Carol Schoff, Treasurer
 Randy Schellack, Secretary
 Steve Dalen, Reporter
 Others present: Kevin Kassenborg, District Manager
 Craig Halverson, District Technician/CFO
 Karen Carlsrud, District Secretary
 Jenny Mongeau, County Commissioner
 Sharon Lean, District Conservationist
 Tony Nelson, PF Biologist
 Absent: Lynn Foss, Water Resource Management Technician

The Pledge of Allegiance was recited.

APPROVE AGENDA: **M/S/P, Schellack/Hildebrandt, to approve the January agenda.** Motion carried.

Meeting and mileage forms completed by Supervisors.

OATH OF OFFICE: The Oath of Office was completed for Supervisor Krabbenhoft and Schellack. The Supervisors completed the necessary paperwork and will be kept on file.

ELECTION OF OFFICERS: The present officers are as follows: Chair-person – Krabbenhoft; Vice-Chair – Hildebrandt; Secretary – Schellack; Treasurer – Schoff and Reporter – Dalen. Discussion held. **M/S/P, Schoff/Dalen, to leave the noted slate of officers as listed.** Motion carried.

SECRETARY’S REPORT: A draft copy of the Dec. 11, 2014, meeting minutes was emailed to the Supervisors prior to the January meeting. **M/S/P, Hildebrandt/Schoff, to approve the December 11, 2014, minutes.** Motion carried.

TREASURER’S REPORT: No report for December.

APPROVE PERSONNEL COMMITTEE MEETING MINUTES: The Personnel Committee meeting minutes from December, 2014, need to be approved at the first of the year again so on record in the 2015 Minutes book. **M/S/P, Schoff/Schellack, to approve the Personnel Committee meeting minutes dated 12/1/14.** Motion carried.

FIRST OF YEAR ITEMS: The following need to be approved: Petty Cash - \$50; Savings/Checking account – Bremer Bank, Moorhead; IRS mileage rate - \$.575; Ulen Union - \$35; Hawley Herald - \$35; MN Conservation Volunteer \$10 and Forum – 1/3 share of the yearly cost. **M/S/P, Schellack/Schoff, to approve the mentioned items for 2015.** Motion carried.

BOARD MEETING DATE: The monthly meeting is the 2nd Thursday of the month at 4:00 p.m. **M/S/P, Schoff/Schellack, to approve no change to the meeting date/time.** Motion carried.

PER DIEM RATE: Current rate \$75/per day for meetings. **M/S/P, Hildebrandt/Dalen, to approve the \$75/day for meetings.** Motion carried.

Sharon Lean arrived to the meeting at 4:15 p.m.

COMMITTEE APPOINTMENTS: Discussion held. LWM Advisory – Supervisor Krabbenhoft; RRVSCA & Alternate – Supervisor Schoff – Alternate Supervisor Dalen; Planning Commission – Supervisor Krabbenhoft. Discussion held on having representation at the WRWD and BRRWD Project Team meetings. Supervisor Schellack will be for the BRRWD and Supervisor Schoff for the WRWD. **M/S/P, Schoff/Schellack, to approve mentioned appointments.** Motion carried.

DUES: The dues for 2015 are as follows: MASWCD - \$3,148.70; NACD - \$775; Area 1 - \$150; CFO - \$25 and CAI - \$75. **M/S/P, Schoff/Dalen, to approve payment for the mentioned.** Motion carried. 4 yes and 1 no vote.

MCIT INSURANCE: The insurance premium is \$5,355.00 and Workers Compensation is \$2,131.00 for 2015. **M/S/P, Schoff/Hildebrandt, to approve payment for above mentioned.** Motion carried.

MAINTENANCE AGREEMENTS: Maintenance agreements are for the District copier at Reardon's and ESRI for the GPS unit. **M/S/P, Dalen,Schellack, to approve the above mentioned.** Motion carried.

EQUIPMENT STORAGE RENT: Payment to S Schroeder for Tree Storage is \$695 and for Equipment Storage to P Halverson \$595 and C Halverson \$805. **M/S/P, Schoff/Schellack,**

POST OFFICE-BULK MAIL FEE: The bulk mail fee is \$220 for the year – we mail our newsletters using the bulk mail rate. **M/S/P, Dalen/Hildebrandt, to approve payment to the Post Office.** Motion carried.

LCSC MEMBERSHIP FEE: The yearly health insurance membership fee is \$87 per employee – minimum is \$250. **M/S/P, Schellack/Schoff, to approve the payment of \$250 to LCSC.** Motion carried.

AREA 1 SOUTH ENVIROTHON DONATION: A request was received for a \$200 donation to the Jr-Sr Area 1 South Envirothon. **M/S/P, Schoff/Schellack, to approve payment of \$200 for the Area 1 South Jr-Sr Envirothons.** Motion carried.

APPROVE STATE COST-SHARE CONTRACTS FOR PAYMENT: The following landowners have requested payment for the following contracts:

Contract CS15-01 – M Elton – Field Windbreak – C/S not to exceed \$761

Contract CS15-04 – E Skolness – Seal Abandoned Well - \$300

Contract CS15-05 – E Skolness – Seal Abandoned Well - \$300

M/S/P, Dalen/Schoff, to approve payment for above mentioned contracts. Motion carried.

APPROVE VOUCHERS PAID: The list of vouchers from #15384 – #15407 and #18415-#18444 was reviewed and credit given to have been paid by due date. **M/S/P, Schellack/Hildebrandt, to approve the vouchers that had been paid as listed.** Motion carried.

NRCS ITEMS: See attached copy of Sharon's report.

JOB OPENING DECISION: Kevin stated seven interviews were conducted over January 5 & 6. It was decided to offer the District Coordinator position to Amanda Lewis and she accepted. Amanda will be in part-time days for training with Karen. Kevin stated Amanda will be gone on a trip from Jan. 29-Feb. 6 and starting full-time on February 9. Kevin mentioned we need to add Amanda to the signature card at Bremer Bank and also get her a credit card. **M/S/P, Schellack/Dalen, to proceed with getting Amanda added to the signature card and get a credit card for her.** Motion carried.

PAY EQUITY REPORT: Report is due January 30, 2015, using the Dec. 31, 2014 salary totals.

RIM WETLAND PROGRAM SIGNUP ANNOUNCED: There will be a sign-up from January 5-30. Program details were discussed.

GLYNDON, BARNESVILLE & GEORGETOWN WELLHEAD PROTECTION PLAN UPDATES: No report.

PHEASANTS FOREVER AGREEMENT FOR NEXT FY: Kevin stated Pheasants Forever was late on their billing for the 2014 PF Agreement – which was paid in December. We did get \$5,000 towards that payment from the Clay County PF Chapter. We have requested a donation from the BRRWD for \$2,500, which hopefully will come in 2015. An agreement from PF for 2015 will be forth coming.

AGBMP LOW INTEREST LOAN PROGRAM: Kevin stated the 2015 application is due February 6.

CLWM PLAN EXTENSION REQUEST STATUS: Kevin stated the request for extension will be brought before the BWSR NW Region Committee on January 14.

AREA 1 PLANNING COMMITTEE MEETING: Kevin stated this meeting will be January 22 at Wheaton.

2015 TREE WEEK: This will be held February 17-20 at the SWCD office.

CROPS/SMALL GRAINS UPDATE PROGRAM: This will be January 20 at the Moorhead American Legion.

DAY AT THE CAPITOL: Scheduled for January 26-27. Supervisor Schellack stated he would not be attending and Karen will cancel his room reservation. Supervisor Krabbenhoft and Schoff will be attending.

Sharon Lean left the meeting at 5:05 p.m.

2015 OUTSTANDING CONSERVATIONIST: Kevin stated this year's Outstanding Conservationist will be from Supervisor Schellack's area.

COUNTY COMMISSIONER: Commissioner Jenny Mongeau will be attending the SWCD meetings this year – it will all be a learning process. Board and staff welcomed Jenny.

CFO PROGRAM: Craig stated he is working on the feedlot year-end report.

CAI UPDATE: Kevin stated waiting for the 2015 noxious weed program to be announced. We will be attending the Township Officers meeting in March.

LWM/WCA: No report from Lynn. Kevin gave a brief update on the L Henry meeting with BWSR on 1/5/15.

TSA UPDATE: Supervisor Schoff stated no meeting.

PLANNING COMMISSION: Paul stated no report.

PF UPDATE: Tony reported briefly and gave updates on: (1) RIM signup (2) various RIM projects (3) RIM Wetland program/possible CREP III; (4) CRP (5) the MN Government Summit at Marshall; (6) the Clay PF Chapter-awarded grant and (7) Working with Moorhead Parks program on pollinators information.

UPCOMING EVENTS: January 20 – Crops/Small Grains Update program @ Moorhead Legion; January 20-22 RRBC Conference at Winnipeg; January 26-27 – Day at the Capitol; January 29 – Open House for Karen; January 30 – Karen's last day and February 1-4 – NACD Annual meeting/New Orleans.

ADDITIONAL ITEMS: (1) It was mentioned a newsletter would be going out this month. (2) Karen requested an exit interview with the board. (3) Supervisor Schoff stated she would not be going to the NACD Conference.

NEXT MEETING DATE: February 12, 2015 - - - 4:00 p.m.

ADJOURN: Supervisor Krabbenhoft called for a motion to adjourn the meeting. **M/S/P, Hildebrandt/Schoff, to adjourn the meeting at 5:40 p.m.** Motion carried.

BY: Karen Carlsrud
District Secretary

Randy Schellack
Secretary

Signature after approved

Date

NRCS DC Report
January 8, 2015
For Clay SWCD Board Meeting

EQIP (Environmental Quality Incentive Program)

NRCS has received 9 EQIP applications for 2015 signup. Application deadline was December 19, 2014. The applications are for:

- 1 – Seasonal High Tunnel
- 2 – Prescribed Grazing
- 4 – Water & Sediment Control Basins (WSCOB)
- 1 – Grade Stabilization Structure
- 1 – Waste Facility Closure

State Office is unsure when ranking of applications and obligation of contracts will be completed. Dates cannot be set until funding is received from the National Office.

I am working a couple of payments, modifications, and possible violations for current EQIP contracts.

CSP (Conservation Stewardship Program)

I am working on two payments for CSP contract in which producers want their 2014 payments in year 2015. I have also completed all CSP status reviews.

No signup period has been announced for CSP.

WRP (Wetland Reserve Program)

I completed 4 WRP payments and they have been sent to the Area Office for review. WRP payments are not being processed in the timely manner. This is due to the heavy CSP workload and the loss of the accounting technician in Thief River Falls. Area Office is short of staffing to complete this work. Once the CSP workload is completed, WRP payment process will be completed. Also, the State Office is not making WRP payment any more. The payments will be processed by the Regional Office.

I completed the quarterly WRP payment accruals.

I am working with the State Office on four WRP violations.

Other items

Item that I completed:

- OSHA Form 300A for work related injuries or illnesses for 2014
- Drainage Water Management: Level2, Module 7 – DWM Operation and Management training.
- Two Vehicle Survey reports
- Completed Area Office request for a pipeline design
- Quarterly Civil Rights report
- Completed NHEL/HEL determinations
- Sent requests to Area Office for certified wetland determinations

Items to work on:

- Three different trainings in Ag. Learn
- Continue work on progress reporting
- Need to complete EQIP status reviews
- Need to complete field reviews for EQIP applications, environmental reports, and create conservation plans.

Minnesota has an acting State Conservationist for the next 90 to 120 days until a new State Conservationist is hired. The Acting State Conservationist is Walter Albarran. Walter is the Area Conservationist in Palmetto, Florida.

Danny Weber, AC in Thief River Falls, had surgery on a heart valve last week and he was doing well. We heard Wednesday that Danny had a setback. He developed fluid on his lungs so they have kept him on a ventilator and sedated.

Sharon Lean
District Conservationist, USDA NRCS, Moorhead MN